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OTE 86-5048

10 November 1986

MEMORANDUM FOR: Director of Logistics

25X1 FROM:

Director of Training and Education

SUBJECT: Renovation of Space at Chamber of Commerce Building

1. This memorandum requests project and funding approval to secure and renovate the ground, first, and second floors of the Chamber of Commerce Building (Arlington Center).

2. Background. The Agency's original lease for the Chamber of Commerce Building included floors two through ten, which were used on a classified basis. The first floor was occupied by commercial entities, and the ground floor used by building management. This has always been a security problem; it is even more so with the construction of a Holiday Inn on the compound. When given the opportunity, therefore, the Agency chose to lease the remaining space.

25X1 4. The last of the first floor tenants, Broyhill and Company, is scheduled to move around 1 December, and the Holiday Inn will open on 15 December. To provide required security for this building as well as some much needed classroom space, we would like renovation work to begin as soon as possible after 1 December.

5. Because of the importance of this renovation, the Office of Training and Education will make the necessary funds available from its FY 1987 budget.

25X1 APPROVED:

\_\_\_\_\_  
Director of Logistics

\_\_\_\_\_  
Date

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